



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ◆ Karyn E. Polito, Lt. Governor ◆ Janelle Chan, Undersecretary

February 13, 2019

To: LHA Executive Director

RE: Low-Bid Approval

Dear LHA Executive Director:

Pending receipt of your board vote, DHCD authorizes approval for the Low-Bid on your project. Please see your Low-Bid Approval Email Notification for confirmation of the lowest eligible and responsible bidder as well as the proposed contract amount. If necessary, please schedule a special meeting of your Board as soon as possible to vote and accept this low bid and fax a copy to your DHCD Project Manager.

If a CFA amendment is required to fund the balance of this contract, it will be sent under separate cover. Please execute the construction contract and the CFA amendment at the same time. **DHCD will not execute construction contracts unless full funding is in place.**

We are forwarding the required contract forms and documentation to the general contractor electronically, at which time the authority will be copied.

Attached you will find the CPS Inventory Component Verification Form which must be completed at Substantial Completion by either the LHA or the LHA's Designer. (Please review the Request for Services or Work Order for the project to determine whether completion of the form is part of Designer's basic services.) Once completed, this form must be signed and submitted in conjunction with the Certificate of Substantial Completion (CSC).

Please contact your DHCD Project Manager if you have any questions.

Sincerely,

Ben Stone, Director
Bureau of Housing Development & Construction
Enclosure